

REQUEST FOR PROPOSAL

COUNTY OF SAN BERNARDINO
PURCHASING DEPARTMENT

Date: April 29, 2008

Proposal No J-106

Page No. 1 of 13 Pages

Materials and/or Services: **Fire Prevention
Promotional Items**

To Be Delivered To: **San Bernardino County Fire
Department – Service Center
2824 East W Street
San Bernardino, CA 92408**

Submit each individual proposal in separate sealed envelope
with proposal number marked on outside to:

**County Purchasing Agent
777 East Rialto Avenue
San Bernardino, CA 92415-0760**

BEFORE: Wednesday, May 14, 2008, at 2 PM

For further information, call:

**Zachary Avey
Buyer II
(909) 387-2070**

INSTRUCTIONS AND CONDITIONS

1. All prices and notations must be typewritten or printed in ink. No erasures permitted. Mistakes may be crossed out and corrections made adjacent, and must be initialed in ink by person signing quotation.
2. State brand, or make, on each item. If quoting an article exactly as specified, the words "or equal" must be stricken out by the vendor. If quoting on other than make, model or brand specified, the manufacturer's name and the catalog number must be given, or descriptive cut and information attached to the quotation.
3. Quote on each item separately. Prices should be stated in units specified herein.
4. Each quotation must be in separate sealed envelope with proposal number on outside, and must be received by County Purchasing Agent, 777 East Rialto Avenue, San Bernardino, CA 92415-0760 not later than the hour and day specified hereon, at which time it will be publicly opened and read.
5. Time of delivery is a part of the consideration and must be stated in definite terms, and must be adhered to. If time varies on different items, the vendor shall so state in the column provided, opposite each item.
6. Terms of less than 30 days for cash discount will be considered as net.
7. All quotations must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signatures must be fulfilled.
8. Unless otherwise definitely specified, the prices quoted herein do not include California Sales Tax.
9. No charge for packing, drayage, or for any other purpose will be allowed over and above the prices quoted on this sheet.
10. The right is reserved, unless otherwise stated, to accept or reject any or all quotations, or any part thereof, either separately or as a whole, or to waive any informality in a proposal.
11. The County recognizes that price is only one of several criteria to be used in judging a product or service, and the County is not legally bound to accept the lowest quote.
12. Samples of items, when required, must be furnished free of expense to the County; and if not destroyed by tests, will upon request be returned at vendor's expense.
13. In case of default by the vendor, the County of San Bernardino may procure the articles or service from other sources and may deduct from unpaid balance due the vendor, or may collect against the bond of surety, or mail bill for excess costs so paid, and the prices paid by the County of San Bernardino shall be considered the prevailing market prices paid at the time such purchase is made.
14. Cost of transportation, handling, and/or inspection on deliveries, or offers for delivery, which do not meet specifications, will be for the account of the vendor.
15. The vendor shall hold the County of San Bernardino, its officers, agents,

servants and employees, harmless and defend same from liability of any nature or kind on account of use of any copyright, or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used under this quotation.

16. Neither party will be held liable for failure or delay in fulfillment if hindered or prevented by fire, strikes, or Acts of God. (Force Majeure)

17. Quotations are subject to acceptance at any time within 60 days after opening of same, unless otherwise stipulated.

18. Verify your quotations before submission, as they cannot be withdrawn or corrected after being opened.

19. RETURN THIS SHEET WHETHER OR NOT YOU QUOTE A PRICE. If you do not quote, state your reason; otherwise your name may be removed from the mailing list.

20. Accounts paid for transportation of property to the County of San Bernardino are exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as San Bernardino County; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.

21. To be considered, each vendor must have an approved Vendor Application on file with the Purchasing Department. Vendors must have registered online through the County Website at <http://www.sbcounty.gov/purchasing/>.

22. The Vendor agrees to comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practice Act, Equal Employment Opportunity, San Bernardino County Emerging Small Business Enterprise program, and other applicable Federal, State, and County laws, regulations, and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted. The articles covered by the quotation must conform to safety orders of OSHA, CALOSHA and/or NIOSHA, and OSH-POD.

23. Assignment of the contract by the vendor to other suppliers/contractors must be approved by the Purchasing Agent.

24. Prevailing Wages: Where labor is required for public work as a part of any requirements covered by this request for proposal, pursuant to the provisions of the Labor Code of the State of California, contractor shall pay no less than those minimum wages.

25. Conflict of Interest: Your signature hereon certifies that no County employee, whose position in the County service enables them to influence any award of your offer or any competing offer, shall have any direct or indirect financial interest in any transaction resulting from this request for proposal.

26. Vendors making delivery or providing services on County premises shall carry liability insurance and Worker's Compensation coverage in accordance with the County's Standard Practice requirements.

IMPORTANT: Place signed proposal in envelope, **seal** envelope and show **proposal number J-67** on outside. Return proposal to the County Purchasing Agent, 777 East Rialto Avenue, San Bernardino, CA 92415-0760
PRICES QUOTED F.O.B. DESTINATION UNLESS OTHERWISE STATED.

The following must be filled in by the contractor in submitting his proposal:

Date _____

Company _____

Delivery will be made in _____ days
from receipt of order unless otherwise noted.

Address _____

Cash Discount Terms _____

City & State _____ Zip _____

Signed By _____

Telephone No. (_____) _____

GENERAL INFORMATION

CONTRACT

For the supplying of **Fire Prevention Promotional Items**, as listed on the attached sheets to be supplied for the use of Fire Prevention, Department advertisements, and other Department functions.

PERIOD

The proposal pricing shall remain open for a period of thirty-six (36) months from the awarded date.

DISCOUNT ON QUANTITIES ORDERED

Each item will be ordered independently. The department seeks to order each item in large quantities. Quantities will be from 500 – 30,000 depending on the product. Minimum quantities and price breakdowns on each item must be included with the bid to allow the department to determine the best method of ordering.

SHIPPING

If shipping cost is not included in the itemized bid, the bidder will need to list the shipping cost separately. The shipping cost shall be included as to over-all cost as the department reviews the pricing for selection. The Department would prefer the bidder to ship the product at no additional cost.

AWARD

Award of contract may or may not be made on a per item basis, or may or may not be made by groups of items. The County reserves the option to make award(s) as it deems to be in the best interest of the County of San Bernardino Fire Department. Brand names must be indicated on all items proposed for consideration in award. The County reserves the right to cancel any award of contract, with written notice, without incurring penalty should a successful vendor fail to perform satisfactory. Final determination of a satisfactory performance shall be made by the Department and the Purchasing Agent. The Department will evaluate the over-all bids with the samples to determine the best selection.

BID SAMPLES

The bidder must include a sample of each product proposed in order for the department to evaluate the quality of material. The samples may not necessarily need to meet the exact specifications listed within the proposal but must meet the minimum quality the Department is seeking. All samples must be received by the Purchasing Department prior to proposal opening. Samples must be marked with the vendors name, bid number, and item number.

ADDITIONAL SAMPLES AND PRICING

The department is requesting each bidder to include other possible merchandise, which they may determine the Department may have interested to include in the contract. Each item bid must include a sample. This will allow the Department to order such products as the Department review and determines a need or use of such product. The vendor may provide catalog pricing with stated discounts for the Counties consideration, catalogs must be marked with the Vendors name, discount, and the bid number.

ORDERS/DELIVERY

All ordering will be through San Bernardino County Fire Department's Service Center located in San Bernardino. Deliveries will be shipped or delivered to; 2824 East W Street, San Bernardino, CA 92408. **No Exceptions.**

DELIVERY HOURS

Deliveries will be during normal business hours from 8 am to 4 pm, Monday – Friday. No Weekend or Holiday deliveries will be accepted.

LATE PROPOSALS

Proposals received after the deadline will be marked "LATE" and will receive no further consideration.

DISPUTES RELATING TO PROPOSAL PROCESS AND AWARD

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the Director of Purchasing. Vendor may appeal the recommended award or denial of award, provided the following stipulations are met:

- A. Appeal request must be in writing.
- B. Must be submitted within ten (10) calendar days of the date of the recommended award or denial of award letter, as applicable.

An appeal of a **denial of award** can only be brought on the following grounds:

- A. Failure of the County to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
- B. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
- C. A violation of State or Federal law.

Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Laurie Rozko, Interim Director
County of San Bernardino
Purchasing Department
777 E. Rialto Avenue
San Bernardino, CA 92415-0760

IMPROPER CONSIDERATION

Vendor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding the award of this proposal.

The County, by written notice, may immediately terminate any contract resulting from this proposal process if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Vendor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Vendor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Officer.

In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

INACCURACIES OR MISREPRESENTATIONS

If in the course of the RFP process or in the administration of a resulting contract, County determines that Vendor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to County, Vendor may be terminated from the RFP process or in the event a contract has been awarded, the contract may be immediately terminated.

INDEMNIFICATION

The VENDOR agrees to indemnify, defend and hold harmless the COUNTY and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the COUNTY on account of any claim therefore, except where such indemnification is prohibited by law.

EMPLOYMENT OF FORMER COUNTY OFFICIALS

Vendors are required to provide information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent your business. The information provided must include a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. This list should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of your business. For purposes of this section, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit. Failure to provide this information may result in the response to the RFP being deemed non-responsive.

TERMINATION CLAUSE

- A. In the event the County exercises the right to terminate the contract for dissatisfaction, the County will give the Contractor three (3) days written notice of such termination.
- B. The County of San Bernardino and the Vendor each reserve the right to cancel, for any reason, all or portion of the services covered by this contract. To exercise this right, a thirty- (30) day written notice must be given.

WAIVER OF DEFAULT

Any waiver by County of any breach of any one or more of the terms of this agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term or condition herein. Failure on the part of the

County to require exact, full and complete compliance with any terms of this agreement shall not be construed as in any manner changing the terms hereof, or stopping County from enforcement hereof.

PARTICIPATION

The County desires that Municipalities, School Districts, and other Tax Districts within the County of San Bernardino and any other participating counties in the State of California requiring products stated in this RFP may at their option and through the County Purchasing Agent, avail themselves of the contract resulting from this proposal. Upon notice, in writing, the Seller agrees to the extension of the terms of a resultant contract with such Governmental bodies as though they have been expressly identified in this bid, with the provision that:

- A. Such Governmental Body does not have and will not have in force any other contract for like purchases.
- B. Such Governmental body does not have under consideration for award any other bids or quotations for like purchases.
- C. Such Governmental body shall make purchases directly through the vendor; make payment directly to the vendor. The County will not be liable for any such purchase made between the seller and another Governmental body who avails themselves of this contract.

DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The County reserves the right to request the information described herein from the vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the vendor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected vendor may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the vendor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the county. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

ELECTRONIC FUND TRANSFERS

Vendor shall accept all payments from the County via electronic funds transfer (EFT) directly deposited into the vendors designated checking or other bank account. Vendor shall promptly comply with directions and accurately complete forms provided by the County required to process EFT payments.

LOCAL PREFERENCE

The County of San Bernardino has adopted a preference for vendors whose principal place of business is located within the boundaries of the County. A five percent (5%) preference may be applied prior to approval of any purchase or acquisition of services, equipment, goods or supplies.

For purposes of the application of the local preference policy (County Policy 11-12), "principal place of business" is defined as the vendor's main office (or headquarters) or a major regional office. A "major regional office" is defined as a business location apart from the vendor's main office (or headquarters) which:

- Has been issued a business license, if required, and has been established and open for a minimum of six months prior to the date that the approval authority authorizes the circulation of an RFP/RFB/Quote for any contract, agreement, or purchase order to which it responds; and
- Can demonstrate on-going business activity in the field of endeavor on which the Vendor is proposing, from that office during the preceding six months; and

- Has a minimum of twenty-five percent (25%) of the vendor's full time management employees and twenty-five percent (25%) of its full time regular employees working from the San Bernardino County location(s).

The County's Local Preference Policy means for example, if two Vendors are responding to this RFP and if quality, service and ability to meet the County's needs are equal, County staff must determine if one of the Vendors is a local vendor. If one of the Vendors is a local vendor, and its quoted price or cost for services, equipment, goods or supplies does not exceed five percent (5%) of the other vendor's quoted price or cost, unless it is determined that an exemption applies, staff may recommend the local vendor for the contract award.

ITEM NO.	PRODUCT/SPECIFICATION	DEPARTMENT'S EXPECTED ORDER SIZE PER ORDER	INDIVIDUAL PRICE (include pricing changes on quantity of order)	SHIPPING (if not included with individual price; if blank, department will view as shipping included)
1.	Bags Yellow plastic bags made of recycled material (recycled film), 3 mil thick. Two color printing on the front side of the bag with fire prevention information and tips. All bags will contain information in the lower section with San Bernardino County Fire Department's patch in a one-color print with a prevention message and www.sbcfire.org listed. Each bag shall have an open slit roughly 2" down to allow for documents and other material to go into the bag. Each bag shall have a ¾" hole in the upper section to hold bag. Size of each bag shall be 9"x12".	20,000 –30,000		
2.	Bags Clear plastic bags take home bags made of recycled material (recycled film). One color printing (blue/black) on the front and back side of the bags with San Bernardino County Fire Department's patch and www.sbcfire.org listed. Each bag shall be open across the top to allow for documents and other material to go into the bag. Each bag shall have a 3 ½" long x 1" wide reinforced handle approximately 2" down in the upper section to hold bag. Size of each bag shall be 10"x13".	20,000 – 30,000		
3.	Coloring Books An eight page-coloring book printed on recycled paper. A full sized colored picture shall be displayed on the front of the book with information listed to describe the picture. The lower front page shall include the one color print of the San Bernardino County Fire Department's patch with information and the www.sbcfire.org listed below a full-page picture. Each of the following pages shall be coloring pages of fire prevention activities and situations with narrative for each picture. The pages shall have a glued binding. Each coloring book shall be 8 ½" x 11".	20,000 – 30,000		

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4.	Coloring Books A 16 page-coloring book. A full sized colored picture shall be displayed on the front of the book with information listed to describe the picture. The lower front page shall include the one color print of the San Bernardino County Fire Department's patch with information and the www.sbcfire.org listed below a full-page picture. Each of the following pages shall be coloring pages of fire prevention information, activities and situations with narrative for each picture. The pages shall have a glued binding. Each coloring book shall be 8" x 10 1/2". Can mix and match coloring books with other themes such as car seat safety.	20,000 – 30,000		
5.	Badges Die cut stock badge decal, one color imprinted. Sticker badges to be printed on gold glossy paper with black color. San Bernardino County Fire Department to be displayed on the front with Jr. Firefighter on a center banner. Badges shall be provided on a continuous roll with 100 per roll. Size of each badge shall be approximately 2 3/8" x 3" x 1/16". Badge shall be a peel and stick. Layout of this badge can change with each order.	20,000 – 30,000		
6.	Pencils Outer material shall be recycled paper. Each pencil shall be a solid main color. Multiple colors are referred. Each pencil shall be imprinted with San Bernardino County Fire Department, www.sbcfire.org and a brief fire preventive message and Pencil made from recycled paper (4 lines). Each pencil shall include an eraser. Size shall be 7 1/4" x 1/4".	20,000 – 30,000		
7.	Writing Pens Standard writing pen. Plastic outer shell, multiple colors. Each pen shall be imprinted with San Bernardino County Fire Department and www.sbcfire.org .	5000– 10,000		

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8.	Writing Pens Higher quality of writing pen from proposed as item #5. Plastic/metal outer shell, Black/Silver. Each pen shall be imprinted with San Bernardino County Fire Department and www.sbcfire.org .	500 – 10,000		
9.	Pen/Highlighter A dual pen and yellow highlighter. Each pen shall be imprinted with San Bernardino County Fire Department, www.sbcfire.org and a brief fire preventive message (3-4 lines depending on room).	500 – 10,000		
10.	Jar Opener A red 5" house shaped jar opener with one color imprinted on one side. The upper section shall have San Bernardino County Fire Department's decal with 6-8 lines of fire prevention messages. www.sbcfire.org will be displayed on the bottom.	20,000 – 30,000		
11.	Key Ring Lights The flashlight is 3 ¼" x ½" on a split key ring. Includes AAA battery. Barrel color: glow in the dark with black imprint color. Imprinted with San Bernardino County Fire Dept and the website: www.sbcfire.org with Call 9-1-1 Emergency.	10,000 – 20,000		
12.	Vinyl Key Tags Fire truck shape approx 2 ¾" x 1 ¼". Tag color: Translucent red with white imprint color. Imprinted with San Bernardino County Fire Dept and the website: www.sbcfire.org with Call 9-1-1 Emergency.	10,000 – 20,000		
13.	Balloons 9" standard red balloons with non fade black imprinting as San Bernardino County Fire Dept logo (same as patch with arrowhead in the middle) and the website: www.sbcfire.org with Call 9-1-1 Emergency. Suitable for both helium and air inflation, they are 100% natural, made of biodegradable latex.	10,000 – 20,000		

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14.	Slide Guides Is 8 ¾" x 3 ¾" made of a thick card stock. The item is a cover with a slider in the middle to give tips on various safety information. Fire safety, first aid safety, poison safety, and child safety. One color printing should be on the front with San Bernardino County Fire's logo and website: www.sbctfire.org .	10,000 – 20,000		
15.	Sticky Notepad Removable adhesive note pads with a fire prevention message and a fire related picture in the background. Pad size is 3" x 3". One color printing should be on the front with San Bernardino County Fire's logo and website: www.sbctfire.org .	20,000 – 30,000		
16.	Outlet Safety Plugs House shaped white or glow in the dark outlet covers. A fire prevention message printed on it as well as one color printing with San Bernardino County Fire's logo and website: www.sbctfire.org if possible. Approximately 1 1/8" in size.	10,000 – 20,000		
17.	Strobe Flashing Safety Lights LED reflective flashing lights with clip back. Push button operation that can be turned on and off. Star, heart, or circle shape and red in color. One color printing in white with San Bernardino County Fire's logo and website: www.sbctfire.org . Approximately 1 or 2" in size.	5,000 – 10,000		
18.	Reflective Safety Dots Self-sticking, durable reflective vinyl. Yellow, Orange, or Red in color with one color black printing with SBCTFD or logo that will fit. ¾" inches in size.	20,000 – 30,000		
19.	Stickers 2" in diameter round sticker with Fire, Car Seat, Smoke Alarm, and other safety messages. Preferably perforated rolls of at least 200.	20,000 – 30,000		

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20.	Fans Handheld fans made of 18pt white board with a stapled wood handle in the shape of a house red with one color printing in white with a fire safety message and with San Bernardino County Fire's logo and website: www.sbctfire.org . Approximately 7 ¾" width x 6 15/16" height.	10,000 – 20,000		
21.	Whistles Police style whistle with attached spiral armband. Whistle to be a solid color of red with black imprinting of San Bernardino County Fire's logo and website: www.sbctfire.org . Armband can be white, red, yellow, or navy blue. Approximately 2-3/8" x 1 ¼".	10,000 – 20,000		
22.	Ribbon Magnets Ribbon magnets with red background and black edging. Fire on tips and in the middle. Our name printed on one side, San Bernardino County Fire www.sbctfire.org and on the other side has printed; Support your local firefighters, in white. Small magnet in middle has our logo shield if possible if not the Maltese cross with SBCoFD and the website.	5,000 – 10,000		
23.	Fire Marshal Hats Red hats are heavy-duty 8 mil. plastic with elastic chin straps. Each hat will have a Fire Marshal Shield with the San Bernardino County Fire imprinted in black below. Size: 4 ½-5" height X 8 ½" width X 12" length (approximately)	20,000 – 30,000		
24.	Sponges Expandable sponges. White sponges with red print approximately 2 7/8" X 5 5/8" X 1/8" (dry) & 3 1/8" X 5 7/8" X 5/8" (wet). It will have the Maltese cross with the message: Cool a burn: 5-15 minutes under cool water! Also, our logo if possible and San Bernardino County Fire Department and www.sbctfire.org .	10,000 – 20,000		

ITEM NO.	PRODUCT/SPECIFICATION	DEPARTMENT'S EXPECTED ORDER SIZE PER ORDER	INDIVIDUAL PRICE (include pricing changes on quantity of order)	SHIPPING (if not included with individual price; if blank, department will view as shipping included)
25.	Kids Safety Tips Magnets Magnets with Be Smart! Be Safe! Tips. Such as look both ways, always wear a helmet, wear seat belts, say no to drugs, call 9-1-1 in an emergency, don't play with matches, never talk to strangers, etc. It will have our logo with San Bernardino County Fire and our website www.sbctfire.org printed in red on the bottom. Standard magnet material approximately .020 inches thick. Approximately: 2 29/32" wide X 4 15/16" height	10,000 – 20,000		
26.	Magnet Small magnets, approximate size of 3 1/4" x 2 1/4" in the shape of the Department's shoulder patch with graphics matching the patch.	500 – 1,000		
27.	Magnet Small magnets, approximate size of 2 1/2" x 1 1/2", in the shape of a fire truck, red in color. Magnet to include wording of San Bernardino County Fire Department and www.sbctfire.org	1,000 – 5,000		
28.	Magnet Small magnet, approximate size of 2 1/2" x 2". The magnet can change with each order to include a different picture and fire prevention slogan. Each will also include San Bernardino County Fire Department and www.sbctfire.org	1,000 – 5,000		
29.	Lapel Pins Small plastic pins in different fire prevention figures. Size may vary but do not need to be larger than 1 1/4" x 1 1/4".	200 - 500		
30.	Lapel Pins Metal lapel pins, approximate size of 1" x 3/4". Lapel pin to match Department's shoulder patch.	200 - 500		
31.	Lapel Pins Metal lapel pins, approximate size of 3/4" x 1/2". Lapel pin to match Department's badge. Colors: gold and silver.	200 - 500		

ITEM NO.	PRODUCT/SPECIFICATION	DEPARTMENT'S EXPECTED ORDER SIZE PER ORDER	INDIVIDUAL PRICE (include pricing changes on quantity of order)	SHIPPING (if not included with individual price; if blank, department will view as shipping included)
32.	Ceramic Mug Standard mug, printing on two sides; department's patch with motto. on one side and slogan on the opposite. Colors; White and Blue	500 – 1,000		
33.	Travel Mug Stainless Steel, Mug to fit in standard car holder. To include a plastic screw-on lid. Printing on two sides; department's patch with motto on one side and slogan on the opposite. Graphics on this mug may change with each order.	200 – 1,000		
34.	Mouse Pad Standard flat material with foam under pad. Approximate size 9" x 7 ½". Department's shoulder patch to be displayed on a blue backing	100 - 500		
35.	Mouse Pad Ergonomic gel filled wrist pad included as part of the mouse pad. Department's shoulder patch to be displayed on the pad.	100 – 500		
36.	Trading Coin 1 ½" diameter – Symbol Arts Department's shoulder patch on one side, opposite side to change with each order.	200 - 500		
37.	Wood Plaque Made for Walnut, dark wood. Cut in the shape of an arrowhead, approximate size 14 ¾" x 9 1/8".	10 – 20		
38.	Wood Plaque Made of Red Oak. Cut in the shape of a maltase cross. Approximate size 11 1/8" x 22 ¼".	10 - 20		
	OPTIONAL ITEMS			
0-1				
0-2				
O-3				

ITEM NO.	PRODUCT/SPECIFICATION	DEPARTMENT'S EXPECTED ORDER SIZE PER ORDER	INDIVIDUAL PRICE (include pricing changes on quantity of order)	SHIPPING (if not included with individual price; if blank, department will view as shipping included)
O-4				
O-5				
O-6				
O-7				
O-8				
O-9				
O-10				
O-11				
O-12				
O-13				
O-14				
O-15				
	Additional lines can be included if bidder has more samples to bid.			